

Appendix D: QRIS Application Summary Profile Submission Instructions and QRIS TA Contact Information

Submitting QRIS Information via email to meet IPLE Renewal Grant Requirement

To ensure that EEC is in receipt of all QRIS Application Summary Profiles for **each IPLE funded school or program** by 4:00PM on June 30, 2013, IPLE Lead Agencies have two options for submitting QRIS Summary Profiles for **each IPLE funded school or program**.

Option 1: Submit all QRIS Application Summary Profiles as PDFs, as part of the FY2014 Inclusive Preschool Learning Environments Renewal Grant Application Submission. All QRIS Summary Profiles must be submitted electronically with the Grant Renewal Application on or before June 13, 2013 by 4:00PM.

OR

Option 2: IPLE Lead Agencies can submit all QRIS Application Summary Profiles as a PDF file for **each IPLE funded school or program**, electronically via email between **June 14, 2013 - June 30, 2013 by 4:00PM**.

After June 13, 2013: Please send PDFs as attachment using the following subject line:

Subject Line: IPLE FY14 QRIS Application Summary Profiles _Lead Agency Name to evelyn.nellum@state.ma.us

All QRIS Summary Profiles must be received by 4:00PM on June 30, 2013

See below for additional instructions.

To View, Print, and Save your program's QRIS Application Summary Profile as a PDF

To **View**, **Print** and **Save** your **QRIS Application Summary Profile** for QRIS Applications with status for **Final Submitted to EEC** or **Rating Granted** in the QRIS Program Manager (QPM)

Step 1. After logging in using your Single Sign-In User Name and password, select the link for **Quality Rating and Improvement System (QRIS) Program Manager**.

Depending on how your **Single Sign-in User** privileges were set up in the Professional Qualifications Registry (PQR), you will be either directed to **select a program** or you will be presented with your program's **QRIS home page**. In both instances, it is important to confirm that the **Program Name** and **Program Number** that is associated with that **QRIS application** is displayed on the home page.

HOME
Wonderful Care Center #2 (5029400)
1 Main St. Boston, MA 02124
Total QRIS Applications: 2

QRIS Program Manager Home

Welcome to the Commonwealth of Massachusetts Department of Early Education and Care Quality Rating and Improvement System (QRIS) Program Manager application. As part of the overall Quality Rating and Improvement System (QRIS), the QRIS Program Manager is available to interested early education and care and after school programs and provides the opportunity to engage in the EEC Quality Rating and Improvement System in order to better understand how a program's quality relates to the QRIS system and to inform related targeted quality advancements. The QRIS Program Manager will help programs manage the QRIS application process.

This Home page includes links to tools for managing QRIS applications.

Manage Quality Rating and Improvement System (QRIS) Applications

- Create QRIS Program Application**
Complete and submit a new QRIS application for your program.
- View Workforce Professional Qualifications Registry Summary**
View and print a summary of the registry information for your educators.

View, update, remove or copy existing applications. You may only copy an application with a Status of "QRIS Rating Granted" which has never been copied before. Previously copied applications are highlighted below in red and do not have a Copy link available in the Actions column.

QRIS Program Type (QRIS Application ID #)	Application Date	Status	Self-Assessed Level	QRIS Rating	Actions
Center/School Based (503386)	10/29/2011	Draft (10/20/2011)	Level 1		[Update] [Remove]
Center/School Based (503498)	12/01/2011	QRIS Rating Granted (12/09/2011)	Level 1	Level 1	[View] [Copy]

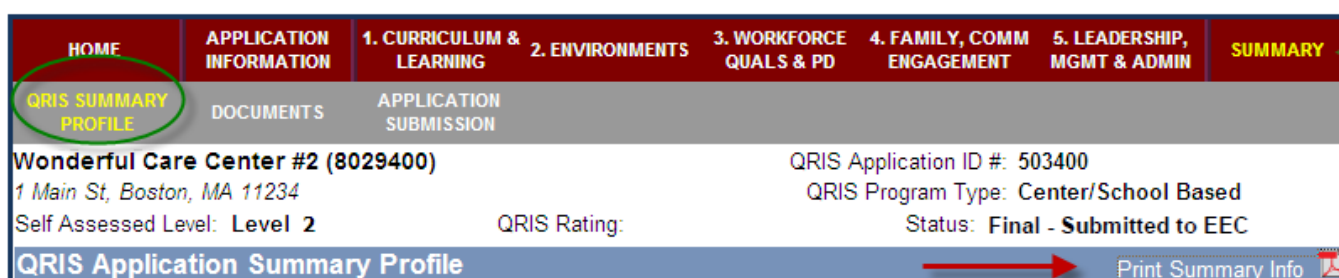
Please do not use the Create QRIS Program Application link on the QRIS Program Manager Home page to apply for a QRIS Rating at the next or higher QRIS level. If your program has already created a QRIS application for that program and specific QRIS Program Type (Center/School Based, Family Child Care, After School/Out of School)

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Step 2. From your program's [QRIS Home Page](#) all of the QRIS Applications that have been created for that program are listed.

To [Select the Center/School Based](#) QRIS Application with a status of **Final Submitted -Self Assessed Level 2** or higher or **QRIS Rating Granted of Level 2** or higher, select the [view](#) link under the actions column.

- In some cases a program or school may have more than one application (draft, final, or QRIS applications for other QRIS program types).
- Make sure that you are selecting the **correct** Program Name, QRIS Program Type and the **correct** QRIS Application that you intend to submit, as this information will be used to verify your QRIS Status for funding purposes.



Step 3. In the Navigation menu, select [Summary](#) and then select [QRIS Summary Profile](#). The QRIS Summary Profile section contains the **program name, program number and address, the QRIS program type, the status of the application,**

Step 4. Click the [Print Summary Info](#) to view the program's QRIS Application Summary Profile. Using Adobe Acrobat Reader you will be able to [Save](#) the QRIS Application Summary Profile in Adobe PDF format.



Step 5. Steps 1 through 4 should be completed to save an electronic PDF version of each IPLE funded school and program's QRIS Summary Profile.

QRIS Summary Profiles should be saved as follows:

IPLE_“Lead Agency Name”_“Program/School Name”_391.pdf

Step 6. Submitting QRIS Information via email to meet IPLE Renewal Grant Requirement

To ensure that EEC in receipt of all QRIS Application Summary Profiles for **each IPLE funded school or program** by 4:00PM on June 30, 2013, IPLE Lead Agencies have two options for submitting QRIS Summary Profiles for **each IPLE funded school or program**. Please see the two submission options outlined above, on page 1.

Lead Agencies, IPLE funded schools and Programs may also contact the **EEC Regional Program Quality Specialist** for additional assistance with the **QRIS Program Manager**, questions about the **QRIS Standards for Center/School Based Programs**, and/or **QRIS Documentation Requirements**. Please see their contact information on page 3.

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Should you have any questions about the QRIS process, please contact an EEC Program Quality Specialist

Name	Position	Regional Office	Phone Number	Email Address
Christine Davidson	Program Quality Specialist	Springfield	413-881-1539	Christine.Davidson@MassMail.State.MA.US
Joyce Fulmer	Program Quality Specialist	Worcester	508-461-1446	Joyce.Fulmer@MassMail.State.MA.US
Cheryl McLellan	Program Quality Specialist	Quincy	617-979-8601	Cheryl.McLellan@MassMail.State.MA.US
Jamie Carragher	Program Quality Specialist	Lawrence	978-826-1302	Jamie.Carragher@MassMail.State.MA.US
Anne Hemmer	Program Quality Specialist	Taunton	508-967-3413	Anne.Hemmer@MassMail.State.MA.US
Gwen Alexander	Program Quality Specialist	Boston	617-988-7812	gwen.alexander@MassMail.State.MA.US
Pam Roux	Educator Provider Support Specialist	Boston	617-988-7820	pam.roux@MassMail.State.MA.US
Evelyn Nellum	Policy Analyst, Special Education	Boston	617-988-6646	evelyn.nellum@state.ma.us